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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 08, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-48

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Reminder - OSUP Policy on Retirement Contribution Adjustments

As a reminder, agencies should refer to OSUP [MEMO #2006-19](#) regarding retirement contribution adjustments. Agencies must not remit payments directly to any retirement system for employee/employer contributions, unless instructed by OSUP in unusual circumstances. All adjustments for administrative errors, retirement system invoices, and/or credit memo corrections must be made in the LaGov HCM system.

Accurate employee master data will ensure the correct wage and contribution amounts are sent to the retirement system and the employee's W-2 information is updated for all applicable tax deferral amounts.

Questions regarding retirement contribution adjustments should be directed to the OSUP Wage & Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Penny Jones	342-2053	Wendy Eggert	342-0714
Tiko Ary	342-1651	Cindy McClure	342-5346
Gary Bennett	342-1652	Tracy Smith	219-0191

APH:PFJ/ral